



**UNITED STATES MARINE CORPS**  
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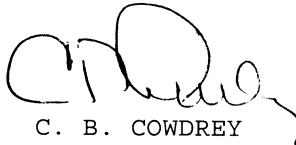
POLICY LETTER 03-02

From: Commanding General  
To: Distribution List

Subj: DEPARTMENT OF DEFENSE PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT

Ref: (a) DoD Directive 1400.20-1-M (NOTAL)

1. This directive is given to help inform management officials of their responsibilities to vigorously support the Department of Defense (DoD) Program for stability of Civilian Employment.
2. The reference established an automated priority placement program (PPP), which provides a means of matching displaced employees with vacancies that occur anywhere in the Department of Defense. Personnel scheduled for involuntary separation or demotion by reduction-in-force are identified by a computerized listing ("Stopper List") and mandatory placement of such employees is directed.
3. The objective of the program is to minimize the adverse effects on individuals caused by actions required for effective management of the DoD, such as, but not limited to, reductions-in-force, base closures, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of functions.
4. This command's policy is to promote stability of employment for career and career-conditional employees whose positions are affected by shifting DoD manpower requirements and provide maximum opportunities for DoD-wide placement through the PPP.
5. Support of the PPP not only provides job opportunities for those DoD employees in need of placement assistance, but also allows DoD to retain qualified, experience personnel.
6. As an established policy, military and civilian supervisors/managers and staff officials will comply with the policy and procedures of this program and will actively support and readily accept employees who are affected for placement in their organization from the DoD PPP. The success of this program will enhance us in completing the mission of this command.

  
C. B. COWDREY

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